

AIRS Registration and User Profile - Instructions for Completion of Form

The information on the AIRS Registration and User Profile form will be used to establish, update, or delete your security profiles. Read all the instructions very carefully and follow these three steps:

1. Enter the generic information in the top half of the form.
2. Complete the information in the block(s) for the subsystem(s) that will be used and obtain the appropriate signatures
3. Mail or fax this form to:

US Environmental Protection Agency
ATTN: AIRS User Registration
Information Management Group (MD-12)
Research Triangle Park, NC 27711

Office phone: (919) 541-5454
Fax: (919) 541-7674

NOTE: You do not have to complete this form if you are only requesting retrieval access for non-confidential data. Just call the phone number above and provide our staff member with the user information in the top half of the form.

BEFORE completing this form, you must have two items:

An EPA Account that the user is assigned to and against which user's time is charged.
An EPA National Computer Center (NCC) three-character User-ID.

To determine your EPA account, please ask your supervisor or your State or Regional ADP Coordinator. They will obtain a User-ID for you under the appropriate account and send you a notice entitled "Account Authorization Notice" with your account and initial password.

Note to General Public Users: General public users, such as private companies, may obtain an account (for which they will be billed) by calling the National Technical Information Service (NTIS) at 1-800-553-6847. Once a public user has obtained an authorization notice, the Registration and User Profile form can be completed and mailed to IMG at the address above.

Please NOTE:

Separation of an Employee, Change in Work Assignment, etc.

When an employee with authority to update AIRS of read confidential information stops working for EPA or the State air pollution office, or changes work assignments with the agency, it is essential that our office be notified so we can stop or change their access to AIRS.

For separations, please complete the AIRS Registration form for this person and mark the "Delete" box at the top. If the person has not separated, but will now have read-only non-confidential access to AIRS, please mark the "Change" box and complete the form accordingly.

If the AIRS office is not notified, a serious security problem is created for both the EPA Headquarters and your office. Any former user who had update authority for even one state could easily change or delete that state's data.

EPA Project Officers should also complete this form for contractors who change firms or who change projects and no longer require update or read confidential authority on their new project.